

Prospective Employee Notice of Ethical Obligations

The Department of Commerce (DOC) is committed to ensuring that all our employees act in a manner that embodies a position of trust and a high standard of ethical conduct. As an employee of the Department, you will be joining a workforce that is dedicated to accomplishing our mission while maintaining the trust of our Nation by strictly adhering to all government ethics standards. Your conduct will be subject to the ethics rules applicable to all Executive Branch employees and to the criminal conflict of interest statutes. These rules will assist you in maintaining your impartiality and acting in the public's interest as you carry out the responsibilities of your DOC position. If you have a concern at any time that a DOC assignment may involve one of your personal financial interests, promptly notify your supervisor and obtain ethics guidance from the appropriate Ethics Official before working on the assignment. You may find a summary of the Federal conflict of interest statutes, the Standards of Ethical Conduct for Employees of the Executive Branch, and other ethics laws on the Ethics Office's web page: <https://ogc.commerce.gov/page/ethics-rules>.

You must further complete initial ethics training within 3 months of appointment

If the position requires the individual to file either a Public Financial Disclosure Report (OGE 278) or Confidential Financial Disclosure Report (OGE 450):

For employees required to file a Confidential Financial Disclosure Reports (OGE 450): Please note that the position you will hold requires you to file a confidential financial disclosure report and your report will be due within 30 days after starting your USPTO employment and annually thereafter as long as you occupy a position that requires financial disclosure reporting. The report collects certain personal financial information from you so that the Department can ensure your personal financial interests do not conflict with the performance of your official duties. For questions about the filing requirement, please contact Veronica Workie at 202-482-0389 or OGEform450@doc.gov. If you have any general ethics questions, please contact the ethics office at 202-482-5384 or ethicsdivision@doc.gov.

For employees required to file a Public Financial Disclosure Reports (OGE 278): Please note that you are required to file a public financial disclosure report and your report will be due within 30 days after starting your USPTO employment and annually thereafter as long as you occupy a position that requires financial disclosure reporting. The report collects certain personal financial information from you so that the Department can ensure your personal financial interests do not conflict with the performance of your official duties.

For questions about the filing requirements, please contact Stephanie Dyer at 202-482-8043 or OGEform278@doc.gov. If you have any general ethics questions, please contact the ethics office at 202-482-5384 or ethicsdivision@doc.gov.

In addition, if you are a new supervisor, you are not only responsible for leadership in setting a tone of integrity and ethical conduct for your subordinate employees, but for personally ensuring that your subordinate employees are aware of their responsibilities under the government Standards of Conduct and know where to obtain ethics guidance if they have questions.